**PCMS Finance Committee Meeting Minutes – Tues. Sep. 5, 2017**

Attendees: Etheridge, Johnson, Mamaghami, Fenmore, Robertson, Eith, Heptinstall, Daniell

Called to order 7:35 am, Adjourned 8:38 am

**Regular Business**

* Finance committee makes recommendation for approval or denial of Grants to Board.
* Voted to recommend APPROVAL of the following grant requests:
	+ Ryan – 4 teachers to attend GA STEM Forum, conference fee $600 total
	+ Gazzola – class set of Harry Potter books for 2 ELT Classes, on-grade level and high achievers, only 2 students have read them, $264
	+ Gazzola – class set of Beastly novel for 2 ELT Classes, on-grade level and high achievers, $187
	+ McCartha – new buzzer set for Quiz bowl team, to share with other teams, $275
* TABLED request for Daniell – $4446 - USA Test Prep for all content areas for whole school, will gather interest levels among other grades and team leads
* Grant presentations at Departmental meetings required for requests exceeding $1K. Grant request deadline is the 1st of each month, Heptinstall can still bring late submissions at his discretion, 2 vendor quotes required regardless of amount.
* Heptinstall to remind Department heads about grant process, Ellen will go to meetings this fall if it seems teachers are not submitting many requests.
* Annual Fund publicity – send E-blasts after full Board meetings announcing recently funded grants/expenditures so parents see where their AF $ goes.
* Annual Fund thank-you (tax) letters – send in January, decide whether to email or snail mail, send an Eblast push for more donations in late fall (late Oct / early Nov)
* Contact elementary schools for possible lists of Corporate Matching companies, Jennifer has DES contact

**Financial Policies and Procedures**

* Vendor Bid Policy - 2 bids required regardless of amount
* Financial support for Academic Teams includes $450 coaching stipend and competition registration fees only, but will consider unique opportunities
* Check requests will be processed weekly – Kris will pick up every Friday, Pam will have all teacher checks, need to remove “leave in mailbox” option from check request forms, Ms. Robertson will communicate this to teachers.
* Continuous access to funds – Jennifer will hold debit card, Allegra can get counter checks at bank if necessary.
* Treasurer can write check to herself for related materials but co-chair must sign

**Miscellaneous**

* Kris is separating Class Dues by grade, needs to be done by Oct. Board mtg. These funds support awards ceremonies and other class needs (ex. field trip shortages).

**For next meeting agenda**

* Ways to enhance our fundraising - Dunwoody Restaurant Group spirit night?
* School Store and spirit wear inventory management
* FTE funds – when do we want to take over? Would get quarterly, could start July 2018

**ACTION ITEMS**

* Kris to separate Class Dues by grade